studentGPS Group Manager Guide

Managing studentGPS Membership for Existing State Active Directory Accounts (previously named EdFi)

Managing Membership

- Visit https://sso.arkansas.gov Enter 'Username' and 'Password'.
- In the left pane, click "Users" to expand the management section
 - Click "Manage Users"
 - Click "Modify User's EdFi Groups"
 - Search for user

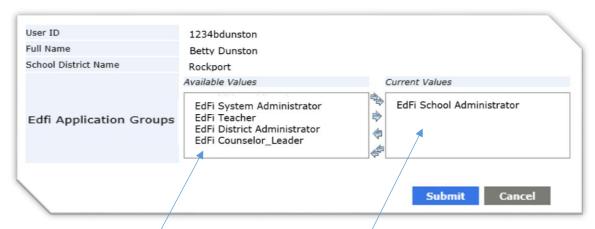
Users may only be added to one group. If a user is added to more than one group, the highest level group will remain while the other lower level groups are removed.

Hierarchy:

For Coops, only "EdFi Staff" is available.

- EdFi System Administrator
- EdFi District Administrator
- EdFi School Administrator
- EdFi Counselor/Leader
- EdFi Teacher (by default all accounts are placed in this group unless modified by the Group Manager)

For example, if a user is added to both the "District Administrator" and the "Counselor" group, the "Counselor" group will be removed, since "District Administrator" is a higher level, and will remain.



Use the arrows located between the value boxes/to move groups to the desired box.
When the 'Available Values' box and the 'Current Values' box both look as desired, click 'Submit'.

Monitoring Membership

- Visit the "Account Notification Management System" page at https://eis.ade.arkansas.gov/anms/ - Enter 'Username' and 'Password'.
 - May also be found by visiting the ADE Data Center at <u>http://adedata.arkansas.gov</u> in the "Educators" and the "Security Resources" page.
- Under the "studentGPS" tab you will see accounts that have been granted studentGPS (EdFi) access. When group membership for an account has been modified in SSO, it will take a few minutes for the ANMS page to reflect the modification.
 - Look for "This is Not Live Data. Last Updated on . . ." and the date and time of the last web update will be listed. The page will typically refresh every 10 minutes or so.